



State of Tennessee Department of Children's Services

Administrative Policies and Procedures: 22.2

Subject: Menu and Diet Planning For Youth Development Centers and DCS Group Homes

**Supersedes: DCS 20.32, 07/01/01;
22.2, 11/01/01**

**Local Policy: No
Local Procedures: No
Training Required: No
Applicable Practice Model Standard(s): Yes**

Approved by:

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Application

To All Youth Development Center Superintendents, Food Service Managers, Procurement Officers, Warehouse Supervisors, DCS Group Home Directors and Stewards

Authority: TCA 37-5-106

Policy

All Department of Children's Services Youth Development Centers (YDC) and DCS Group Homes will follow the departmental master menus to provide all youth with developmentally nutritional adequate meals and will be sensitive to individual and socio-cultural differences. The current *American Dietetic Association Manual of Clinical Dietetics* shall be used to modify planned menus, as required for individual youth nutritional needs.

Procedures

A. Menu planning

Each YDC food service manager and DCS group home steward must ensure the following:

1. Variety

The food service menu cycle must include a minimum of repeats in recipe and presentation for entrees and vegetables at the noon and evening meals.

2. Nutritional balance and appeal

- a) Menus must be designed to meet the unique nutritional needs of female youth and the needs of the male youth.
- b) Menus must be designed to provide safe meals that are nutritionally adequate and balanced in color, flavor, and texture and temperature. Appearance and palatability must also be taken into consideration.

3. Conformance to menus

Conformity to prepared cycle menu except in emergency situations or for minor changes in response to leftovers, overstock, prevent spoilage, special purchases, or special occasions.

4. Freshness

Food stock levels are based on requirements of the cycle menu pattern. They must use all inventories for preparation on a first-in, first-out basis.

5. Cost effectiveness

Use commodity products to maximize cost effectiveness.

6. Approved recipes

All recipes used must be available to be forwarded to the Food Service Director when requested.

7. Posted menus

Must post menus so that they are easily accessible to all youth, including those who are segregated from the general population.

- a) Choice of food items
- a) Menus planned and meals served must meet the criteria of the USDA breakfast and school lunch program meal patterns for **offer-versus-serve**.
- b) Three (3) of the required menu items must be selected at breakfast and lunch for the meal to be counted as reimbursable.

B. Modified diets**1. Authorization**

Only appropriate medical or dental personnel shall authorize approval for modified diets, and only when a medical or dental condition indicates that proper treatment requires alteration of the diet.

3. Order form for modified diets

- b) Orders for modified diets must be written on form *CS-0069, Modified Diet Request* and rewritten monthly.
- c) Modified diets for medical reasons must be reviewed and renewed by a physician every thirty (30) days.

4. Advance notice

- a) The modified diet must begin with the next scheduled meal, unless otherwise indicated.
- b) The written order, form *CS-0069, Modified Diet Request*, must be delivered to the food service manager/steward/ designee two (2) hours prior to the serving time in order to be effective for that meal.

5. Proper menus and preparation

If the physician's order indicates that a diet is to be modified for medical purposes, food service staff must contact the DCS Food Service Director for instructions on preparation methods and amount of foods. Diet modifications need to be as simple as possible and should conform closely to foods served other youth.

6. Supervision of Service

When trays are served in the YDC infirmary, the service must be supervised by the person in charge or by whichever staff person the Health Administrator may designate.

7. Youth files

- a) The YDC food service manager and DCS group home steward (or designee/s) must maintain a current file for each youth for whom a modified diet is requested. These files will be held in a secure location with access allowed for staff on a need-to-know basis.

- b) If a modified diet was requested for medical reasons in a YDC, the food services staff must return form *CS-0069, Modified Diet Request*, to the clinic, and medical staff must place it in the youth's health record.

8. Records of service

Carefully documented records (including form *CS-0069, Modified Diet Request*) must be kept on all modified diets that are served.

- a) The food service manager, steward, or designee must be responsible for food production records of modified diets and form *CS-0069, Modified Diet Request* documentation in the kitchen and dining area.
- b) When meals are served outside of the food services, documentation of the meals shall be the responsibility of the staff serving the meal to the youth.
- c) An original copy must be returned to the clinic once the thirty (30) days are completed. A copy of this record must remain on file for the current year plus the five (5) previous years in the food services files.

9. Refusal of modified meals by youth

- a) If a youth refuses or fails to pick up his/her modified diet meal for three (3) consecutive meals, the individual responsible for documenting the meal service must notify the health service unit by phone or by a reproduced copy of form *CS-0069, Modified Diet Request*.
- b) In DCS facilities without health service units, the Facility Supervisor must be notified.

10. Cancellation

A modified diet order must be canceled in one of the following ways, regardless of the reason:

- a) The prescriber must notify the food service department staff by telephone and in writing with form *CS-0069, Modified Diet Request*.

OR

- b) The person receiving the verbal order from physician (clinic staff in youth development centers or supervisor/designee in DCS group homes) must write

the order on form CS-0069, *Modified Diet Request*.

**C. Religious, cultural
or ethnic diets**

Religious diets must be ordered by the chaplain or by a member of the clergy who has knowledge of the facility operation. In the absence of the chaplain, designated staff will forward the youth's request in writing for a religious diet to food services and the chaplain/clergy member for review.

1. Religious diet orders must be specific and complete, furnished in writing to the food service managers, and re-written monthly by the chaplain or clergy who has knowledge of the facility operation.
2. Religious diet orders should be kept as simple as possible and should conform as closely as possible to the foods served to other youth in the facility.

Forms

CS-0069 Modified Diet Request

Collateral Documents

American Dietetic Association Manual of Clinical Dietetics

Internal School Uniform Accounting Policy Manual

Standards

ACA 3-JTS-4A-05

ACA 3-JTS-4A-06

ACA 3-JTS-4A-07

ACA 3-JTS-4A-09

ACA 3-JCRF-4A-03

ACA 3-JCRF-4A-05

ACA 3-JCRF-4A-06

DCS Practice Model Standard- 7-103A

DCS Practice Model Standard- 8-306